



JOB DESCRIPTION

Position Title: **Lead Mechanic**

Working Area: **Environmental Services**

Class Code: 4304

Non-Exempt

EEO Code: 08

Effective Date: August 30, 2002

Major Function

Technical work in the maintenance and repair of electrical and hydraulic systems, pumps, and controls in the Water and Sewer Division of the Environmental Services Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Assists assigned Team Leader in the supervision of work crews performing utility maintenance. Assists in performing maintenance, preventative and predictive maintenance work programs. Supervises the day to day activities of an assigned work crew, to include printing, logging and scheduling of repair work orders. Works with Supervisor to assign personnel to work programs and schedule work project priorities.

Performs general and major overhaul and repair of hydraulic equipment and water pumps. Inspects, adjusts and replaces necessary parts. Installs new equipment. Repairs and maintains electrical and electronic control equipment. Repairs and maintains chlorination equipment.

Coordinates the inventory control program of various equipment, tools, and supplies utilized by work crews. Maintains appropriate records and files on same.

Initiates purchase requisitions and receives purchase materials for operation and maintenance use, and delegates these responsibilities to appropriate personnel.

Reviews engineering plans and specifications for system improvements.

Installs and repairs water distribution and sewer collection pipelines and appurtenances. Responsible for ensuring that all repair patches are logged and called into the office and that site restoration is completed.

Responsible for maintaining all equipment preventative maintenance records and that equipment is taken to fleet maintenance on time for preventative maintenance.

Responds to emergency situations on a 24-hour basis.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of the construction, assembly, adjustment, and maintenance of a wide variety of hydraulic and electrical equipment, including pumps, motor starters, and chlorination equipment. Considerable knowledge of hydraulic systems and electrical components.

Ability to communicate effectively both orally and in writing. Ability to operate heavy equipment to include: backhoe, scraper, ditch-witch, front-end loader, and other similar equipment.

High School Diploma or GED and three (3) years' experience in electrical, hydraulic, or mechanical work relating to a water and wastewater utilities system, or mechanical work supplemented by completion of a Florida Pollution Control Association, approved vocational class or training program that is specific to the maintenance of water and wastewater equipment. Voluntary licensure for water distribution and wastewater collection/transmission systems is desirable.

Must possess and maintain a valid Florida Commercial Driver's License, Class "B".

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

This position may work in a water treatment and collection facility or perform fieldwork related to maintenance and repair of water systems. Incumbents may work in all types of weather conditions and work in areas with a high exposure to dust, dirt, fumes, vapors, and noise. This position may have exposure to situations that require wearing self contained breathing apparatus to perform repair work.. Incumbents must be able to climb a minimum 20 foot vertical ladder and lift heavy objects.